Accelerated Technology LABORATORIES INC.

LABORATORY DATA MANAGEMENT

Maximize Laboratory Productivity and Empower Your Employees

SAMPLE MASTER® RESULT POINT™

ADMINISTRATOR'S GUIDE

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Logging In

To login to Result Point™, enter your username and password supplied by your laboratory in the appropriate fields on either the Home Page or the Login Page and click the “Login” button. Please note that the password is case sensitive.

Figure 1 - User Login

Retrieving your Password

If you have lost or forgotten your Result Point™ password, the “Forgot your Password?” link is shown below the login button, see Figure 1. When you click this link, you will be directed to a page requiring you to enter the email address associated with your account. After submitting your email address, your account information will be emailed to that address.

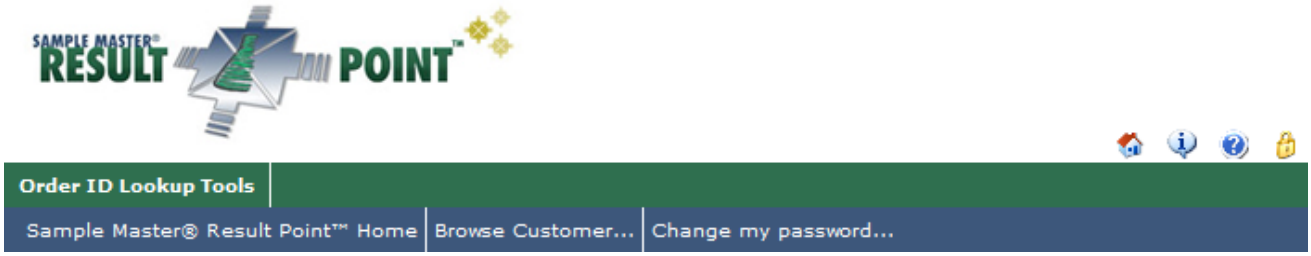

Figure 2 - Result Point User "Dashboard"

Changing your Password

To change your password, click the “Change my password…” link on the blue menu bar at the top of the page. When the change password dialog window appears, see Figure 3, enter your current password, your desired password, and a confirmation of your desired password, and click the “Update” button. A message will be displayed informing you whether or not the password change was successful; if the change is successful, you can use this password the next time you login.

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Figure 3 - Change Password Dialog

Reviewing your Orders in the System

Upon logging into Result Point™, you will be presented with multiple options for reviewing orders and customer information. The Result Point explorer is the primary navigation tool which displays customers and orders in a tree view style listing with logical groupings. A new menu item will also appear called “Lookup Tools” which allows you to find orders by customer, by site, or by viewing a list of all available customers.

Order Lookup Tools

The tools provide the ability to view an index of all your accessible customers in the Sample Master® LIMS, you can search by customer or search by site name for all sites/orders in the LIMS.

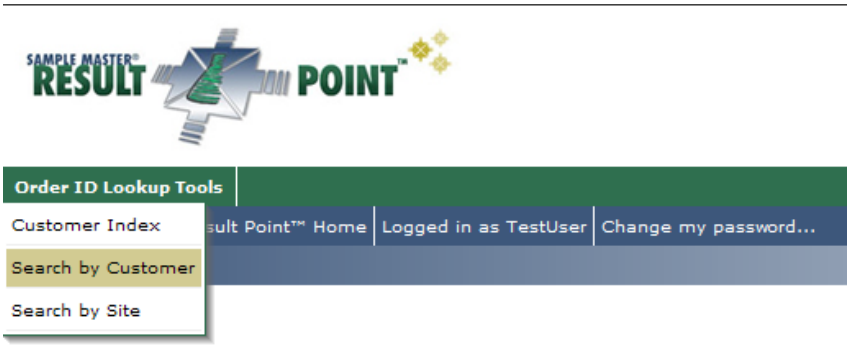

Figure 4 - Order Lookup Tools Menu

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Customer Index

The Customer Index screen is an alphabetical listing of all customers in the LIMS. Clicking the desired letter at the top or bottom of the listing will move you to a list of 10 customers with names starting with that letter. By clicking the "Next" or "Previous" links, you display the next or previous 10 customers beginning with the selected letter. The listing will also display the total number of clients in the specified index. Clicking on a customer link redirects you to a list of Order ID's for that specific customer.

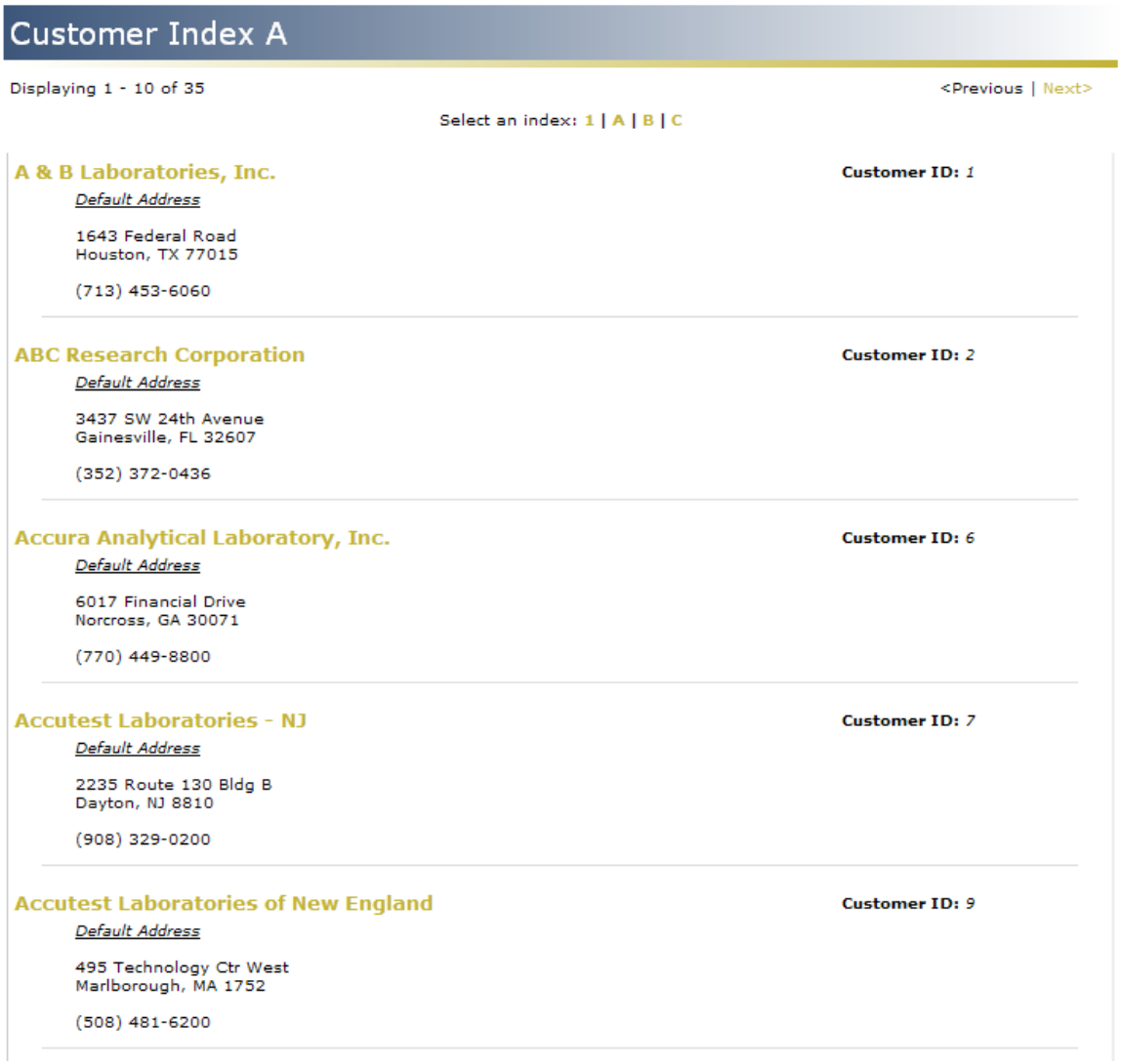

Figure 5 - Customer Index Sample

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Search by Customer

The Search by Customer screen, or Client Search screen, allows a user to search for a desired customer using full or partial search criteria. The results returned will display all Customer Names containing the search string. When a customer's name is clicked, the results returned will redirect the user to a listing of all orders for the specified customer.

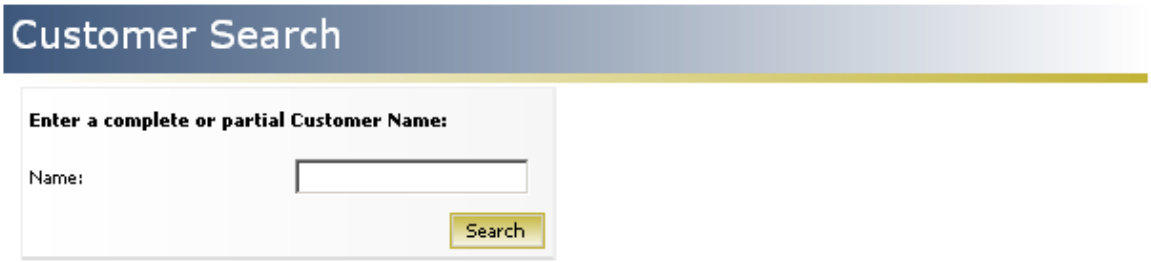

Figure 6 - Customer Search Screen

Search by Site

The Search by Site, or Site Search, screen returns a screen similar to the Customer Search screen except that the Customer Orders are also returned at the far right, and they are listed and identified by Customer Name and Site Name. The user has the option of clicking on the "Site Name" or "Order ID" to view the order associated with the site. The user may also click on the "Customer Name" to view a complete listing of orders for that customer.

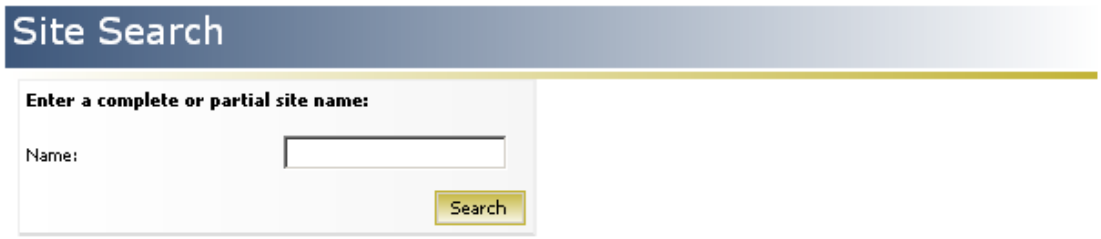

Figure 7 - Customer Site Search Screen

Search by Multiple Sites

The Search by Multiple Sites screen allows the user to type in multiple sites separated by commas in one search, but the user must use the full name of the site in order to display in the search list. The search returns a similar screen as the Site Search.

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Order Index Listing

The Order Index is a listing of orders for a specific customer, which can be accessed by clicking on a customer link on the Customer Index page or on a customer link on the results page from a Customer or Site Search. The listing will search back a specified number of months for the most recent orders, and will group the orders by the assigned "Order Date". The arrow to the left of the assigned month and year heading can be clicked on to hide Order IDs or to show Order IDs for that month and year. Clicking on an Order ID link will transfer you to the Order Preview page for that order.

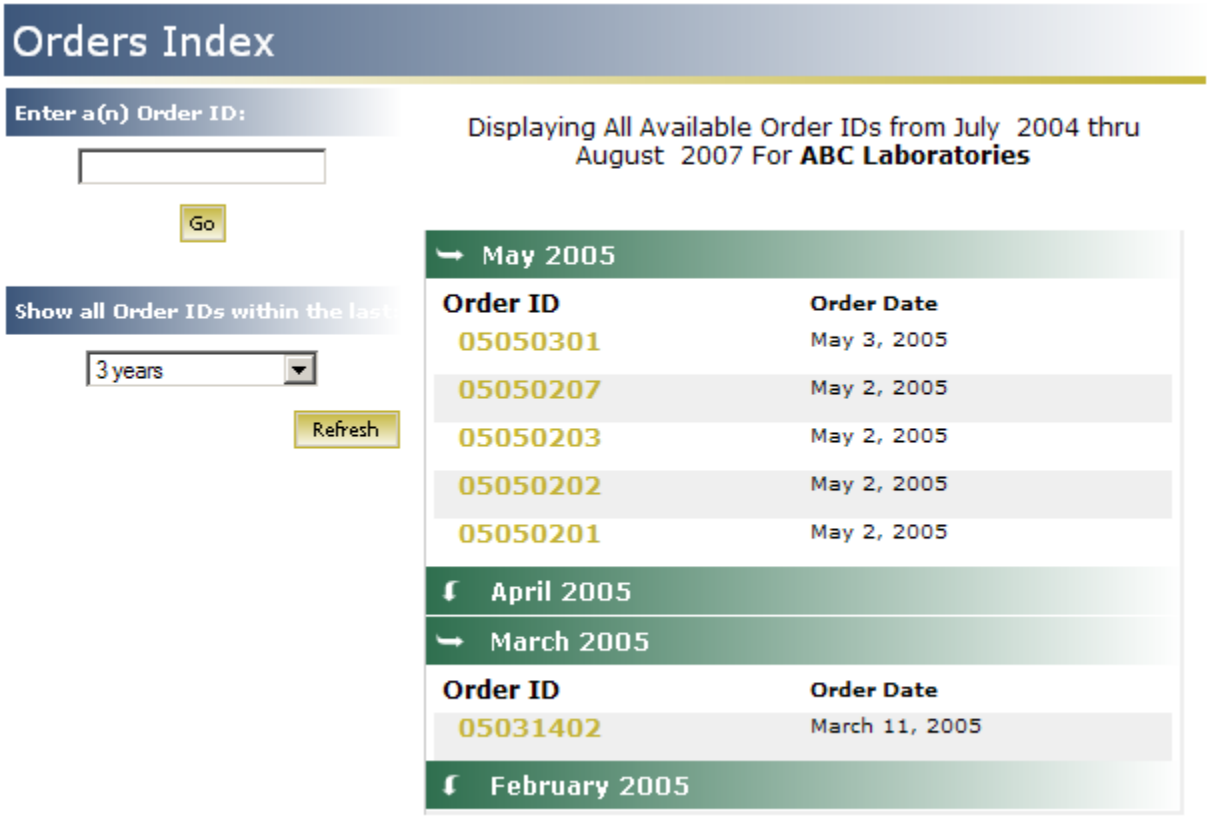

Figure 8 - Available Orders

Specifying the Order List Date Range

By default, when viewing the Order List you will be presented with either the orders for the current month or the last month containing orders for the specified customer/account. To view orders occurring prior to the displayed date range use the pull down box under the title: "Show all orders within the last": and click "Refresh".

NOTE: Result Point™ will automatically search for the latest month containing available orders, if the system fails to find any within the maximum range a notification will be displayed.

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Using Shortcuts to Find an Order Quickly

When viewing the Order List or while visiting the home page after login you will see an “Order Lookup” entry box. Enter a known Order ID, click the "Go” button, and you will be directed to the order preview page for that order. A non-existent or inaccessible order will cause a redirection to the Customer Index List.

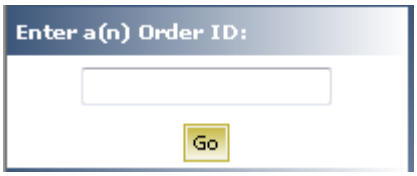

Figure 9 – Order Lookup Entry Box

Using the Order Explorer to locate an order

The Order Explorer organizes all available orders in an easy to manage tree-view listing. The Order Explorer allows for two listing arrangements for Orders: Show by Order Date, and Show by Project ID/Site. When viewing Orders by date they will be arranged as follows: Customer Name, then Order Year, and then Order Month. When viewing Orders by Project ID/Site they will be arranged as follows: Customer Name, then Project ID, then Order Year, and then Order Month. To preview an Order in the Order Explorer simply click on the Order link on the desired branch.

To show and hide the Order Explorer to make more room available to view data click the arrow button on the divider bar. To resize the width of the Order Explorer click in the background of the tree-view and drag left or right to make the width larger or smaller.

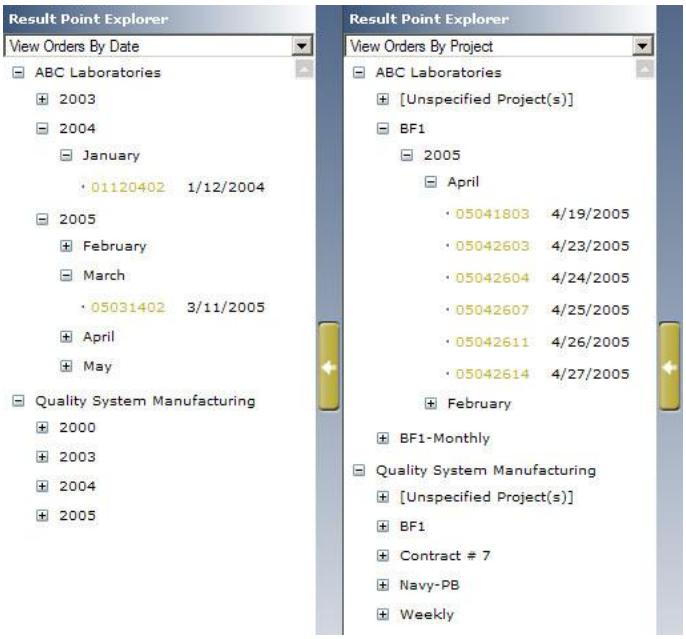

Figure 10 - Order Explorer Showing Orders in two different views

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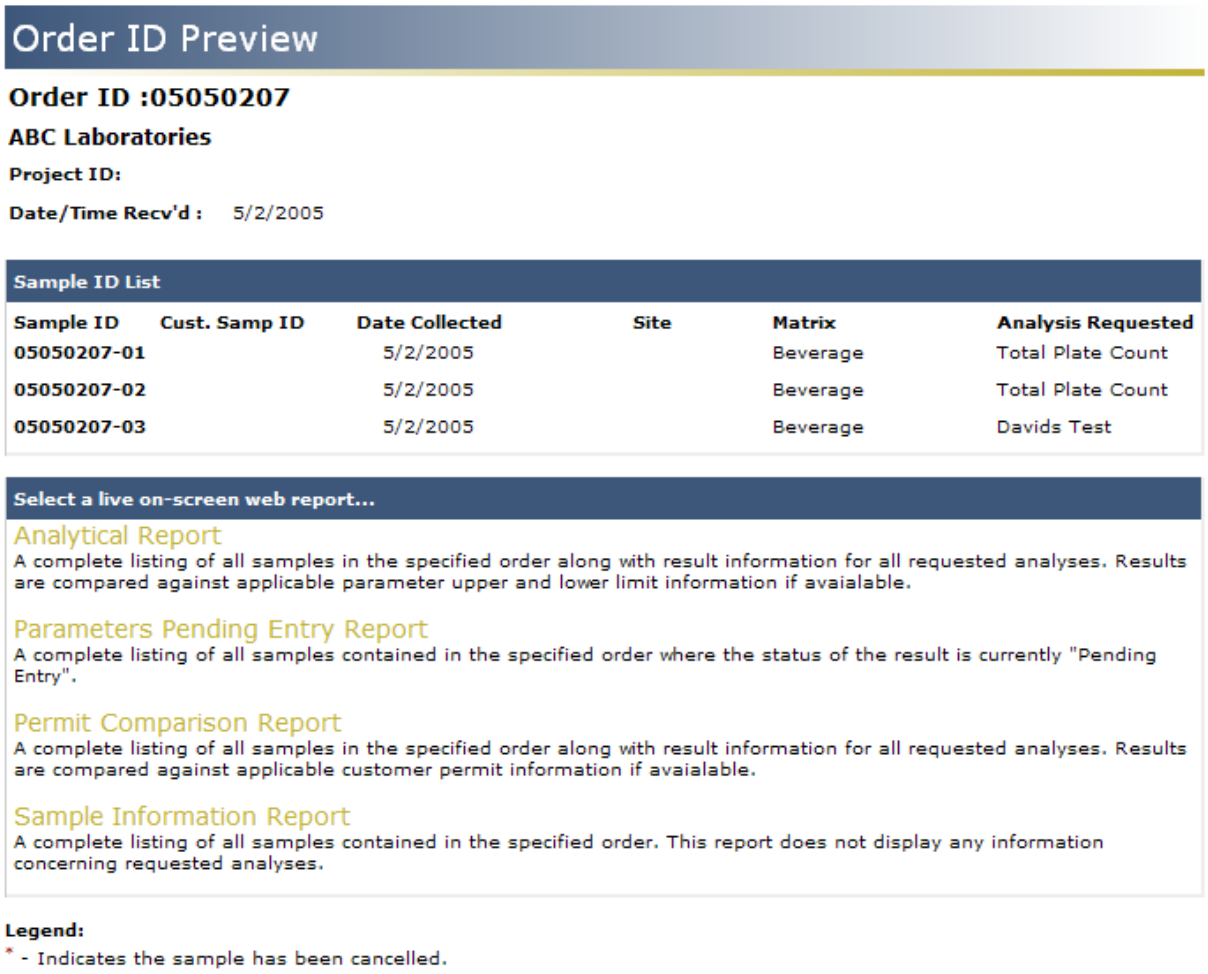
Previewing an Order

After clicking an Order ID link, you will be brought to the Order ID preview page, where the Details of an order, such as the Laboratory Order ID, Site Name(s), Date received in Lab, and a Sample List are displayed. The Sample ID List which consists of the Laboratory Sample ID(s), Customer Sample ID(s), Matrices, Collection Date/Time and the Analysis Requested for each sample can be viewed on the Order Preview Page without having to load the result information.



Order ID Preview

Order ID :05050207

ABC Laboratories

Project ID:

Date/Time Recv'd : 5/2/2005

Sample ID List

Sample ID	Cust. Samp ID	Date Collected	Site	Matrix	Analysis Requested
05050207-01		5/2/2005		Beverage	Total Plate Count
05050207-02		5/2/2005		Beverage	Total Plate Count
05050207-03		5/2/2005		Beverage	Davids Test

Select a live on-screen web report...

Analytical Report
A complete listing of all samples in the specified order along with result information for all requested analyses. Results are compared against applicable parameter upper and lower limit information if avaialable.

Parameters Pending Entry Report
A complete listing of all samples contained in the specified order where the status of the result is currently "Pending Entry".

Permit Comparison Report
A complete listing of all samples in the specified order along with result information for all requested analyses. Results are compared against applicable customer permit information if avaialable.

Sample Information Report
A complete listing of all samples contained in the specified order. This report does not display any information concerning requested analyses.

Legend:

* - Indicates the sample has been cancelled.

Figure 11 - Order Preview Page

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Choosing a Report Type

While previewing the details of an order you have the option to view multiple types of reports. The reports that your laboratory has made available to you may vary from lab to lab. Report selection is made in the “Select a live on-screen web report…” section of the Order Preview page. Here you will find a list of report types with explanations of what exactly the report consists of, along with a hyperlink that allows you to open the report.

Select a live on-screen web report...
Analytical Report
A complete listing of all samples in the specified order along with result information for all requested analyses. Results are compared against applicable parameter upper and lower limit information if avaialable.
Parameters Pending Entry Report
A complete listing of all samples contained in the specified order where the status of the result is currently "Pending Entry".
Permit Comparison Report
A complete listing of all samples in the specified order along with result information for all requested analyses. Results are compared against applicable customer permit information if avaialable.
Sample Information Report
A complete listing of all samples contained in the specified order. This report does not display any information concerning requested analyses.

Figure 12 - Report Types

Viewing PDF Reports and other file attachments (if available)

If your laboratory has chosen to make PDF reports and accompanying files available to you over the web through the Result Point™ system, you will see a list of files to the right of the Order Detail information on the Order Preview page. These files are generally Portable Document File formats of hard-copy reports that you would regularly receive on paper, or electronic results such as Excel documents. To view these reports click the hyperlink for that report. Depending on your local system/browser configuration, the file will either be displayed in your web browser or will be opened in another third-party application such as Adobe Acrobat Reader©. Alternatively, files can also be saved to your local machine by right-clicking the link and selecting “Save target as…”

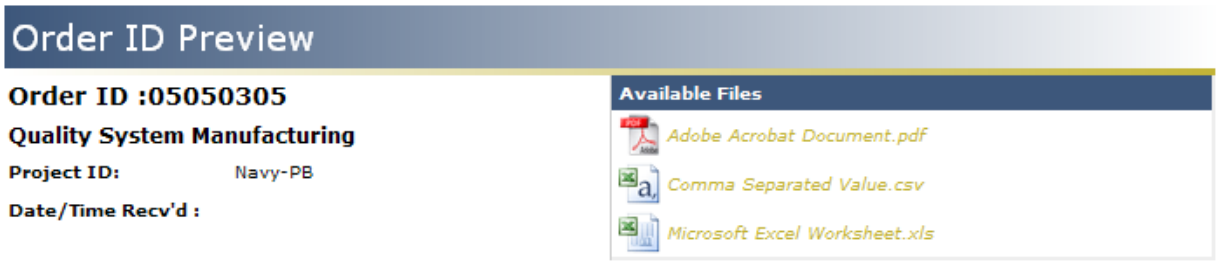

Figure 139 - PDF Report List Close-Up

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Navigating and Working with the Report Page

Finding Samples Quickly

When viewing a report with a large number of samples, a desired sample can be found by scrolling down vertically in your web browser and finding the appropriately labeled tabbed group. A sample can also be “jumped” to by clicking the Sample Number hyperlink in the sample list section of the report header. The user can print the report by clicking the "Print this report…" button at the top right corner of the report.

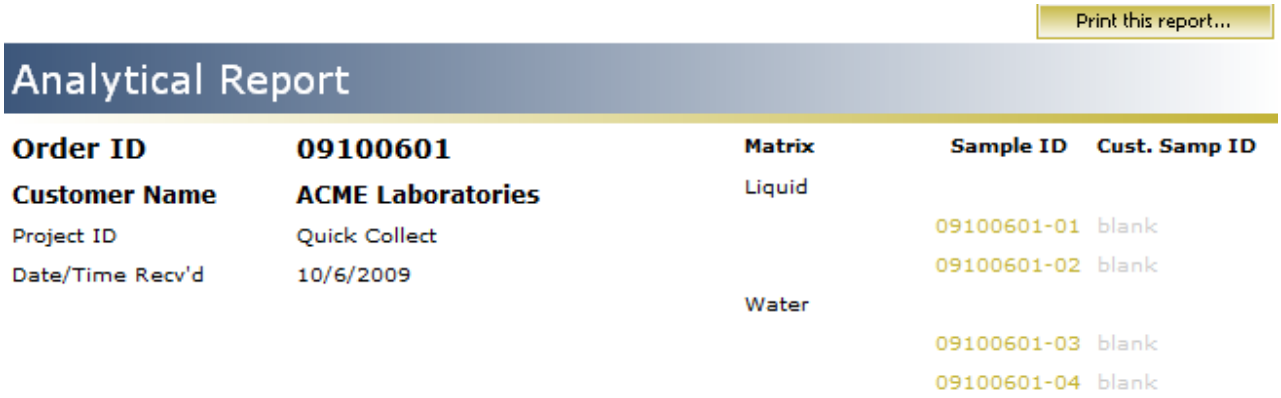

Figure 14 - The Sample List

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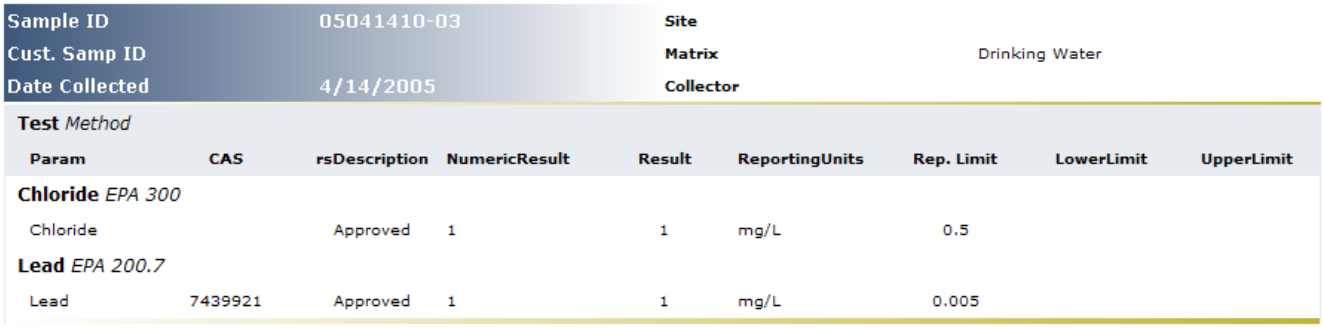
Understanding your Report

The Basics

The formats of Result Point™ web-reports vary from report-to-report but contain generally the same information such as, dates, times, location, and samples grouped by their respective matrices. Each sample and its Tests/Parameters are grouped together in tabbed boxes as seen in **Figure 5.** The tab section displays information pertinent to that specific sample, such as laboratory Sample Number, Customer Sample Number, Matrix, Collection Date, and the column headers for the result information. Result information is grouped in a hierarchal format and once-again varies from report-to-report. The columns of data that are displayed are noted in the column header section below the sample header information.



Sample ID	05041410-03	**Site**	
Cust. Samp ID		**Matrix**	Drinking Water
Date Collected	4/14/2005	**Collector**	

Test *Method*

Param	CAS	rsDescription	NumericResult	Result	ReportingUnits	Rep. Limit	LowerLimit	UpperLimit
Chloride *EPA 300*								
Chloride		Approved	1	1	mg/L	0.5		
Lead *EPA 200.7*								
Lead	7439921	Approved	1	1	mg/L	0.005		

Figure 15 - Sample Results

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Limits, Messages, and other Indicators

Result Point™ allows the laboratory to indicate to a user when a parameter result or other value has exceeded an upper or lower limit or when the value falls outside of a given range specified in the LIMS. Cases such as these are usually shown by a “highlighted”, or specially formatted, value and/or parameter row. An example of these “highlights” can be seen in **Figure 16**. If a report contains special cases where comparisons are made and special formatting is applied the system will display an example of this formatting with an explanation in the report key section of the report you are viewing.

Sample ID	0108020-001	**Site**	
Cust. Samp ID	LCW-A	**Matrix**	Solid
Date Collected	8/6/2003	**Collector**	

Test *Method*

Param	Result Status	Status Desc.	Result	Units	RDL	PQL	MCL	CAS
BTEX by 8260 *EPA 8260B*								
MTBE	1	Pending Validation	10	µg/kg	5	0	0	1634-04-4
Benzene	3	Approved	25	µg/kg	2	0	0	71-43-2
Toluene	1	Pending Validation	10	µg/kg	2	0	0	108-88-3
Ethylbenzene	1	Pending Validation	12	µg/kg	2	0	0	100-41-4
Total Xylenes	1	Pending Validation	12	µg/kg	4	0	0	1330-20-7
Trichloroethene	1	Pending Validation	14	µg/kg	5	0	0	79-01-6
Tetrachloroethene (PCE)	1	Pending Validation	15	µg/kg	5	0	0	25322-20-7
Chlorobenzene	1	Pending Validation	14	µg/kg	5	0	0	108-90-7
1,2-Dichlorobenzene (o-DCB)	1	Pending Validation	13	µg/kg	5	0	0	95-50-1
1,3-Dichlorobenzene (m-DCB)	1	Pending Validation	16	µg/kg	5	0	0	541-73-1
1,4-Dichlorobenzene (p-DCB)	1	Pending Validation	18	µg/kg	5	0	0	106-46-7
Naphthalene	1	Pending Validation	14	µg/kg	10	0	0	91-20-3

The Tests in this report are filtered and is currently displaying 18 out of 19 conducted Test Parameters.

Figure 16 - Sample Results with an Example of "Highlighted" Results

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Understanding System Notifications

From time-to-time the Result Point™ system will notify users of events such as samples or parameters not being displayed in a report, or that an extra subset of information like permit limits have been applied to the report for range checking, Etc.

Nitrate/Nitrite as N, Total 0 Pending Entry ND mg/kg-N 0.1 0 0
The Tests in this report are filtered and is currently displaying 6 out of 19 conducted Test Parameters.
Permit Information
An applicable permit was found for this OrderID and some or all of the limits defined in this permit may have been compared against the Results in this OrderID. To view all the limits contained in the applied permit click here.
Sample Information
This report returned no Tests or Parameters for the above Sample ID. The system has detected that this report utilizes a "Test Filter" whereby only Tests that meet he specified criteria will be displayed.

Figure 17 – Common Notification Messages

Viewing Data Subsets such as Permit Limits

When certain notifications are displayed, they may provide links to datasets that were used in the creation of the report being viewed. Clicking the link will open the data subsets in a new window. For example, permit information that was used in checking value ranges will open the Customer Permit Viewer.

The Customer Permit Viewer will display all the limits in the system that is applied to the order in a hierarchal format as follows: Site, Customer Sample Number, Matrix, Test, Method, and Parameter. Alongside this listing will be a date-based matrix showing the months that these specified limits are valid and will be applied. The Result Point™ system will automatically determine the proper limit to use based on the Project associated with the Order and Permit.

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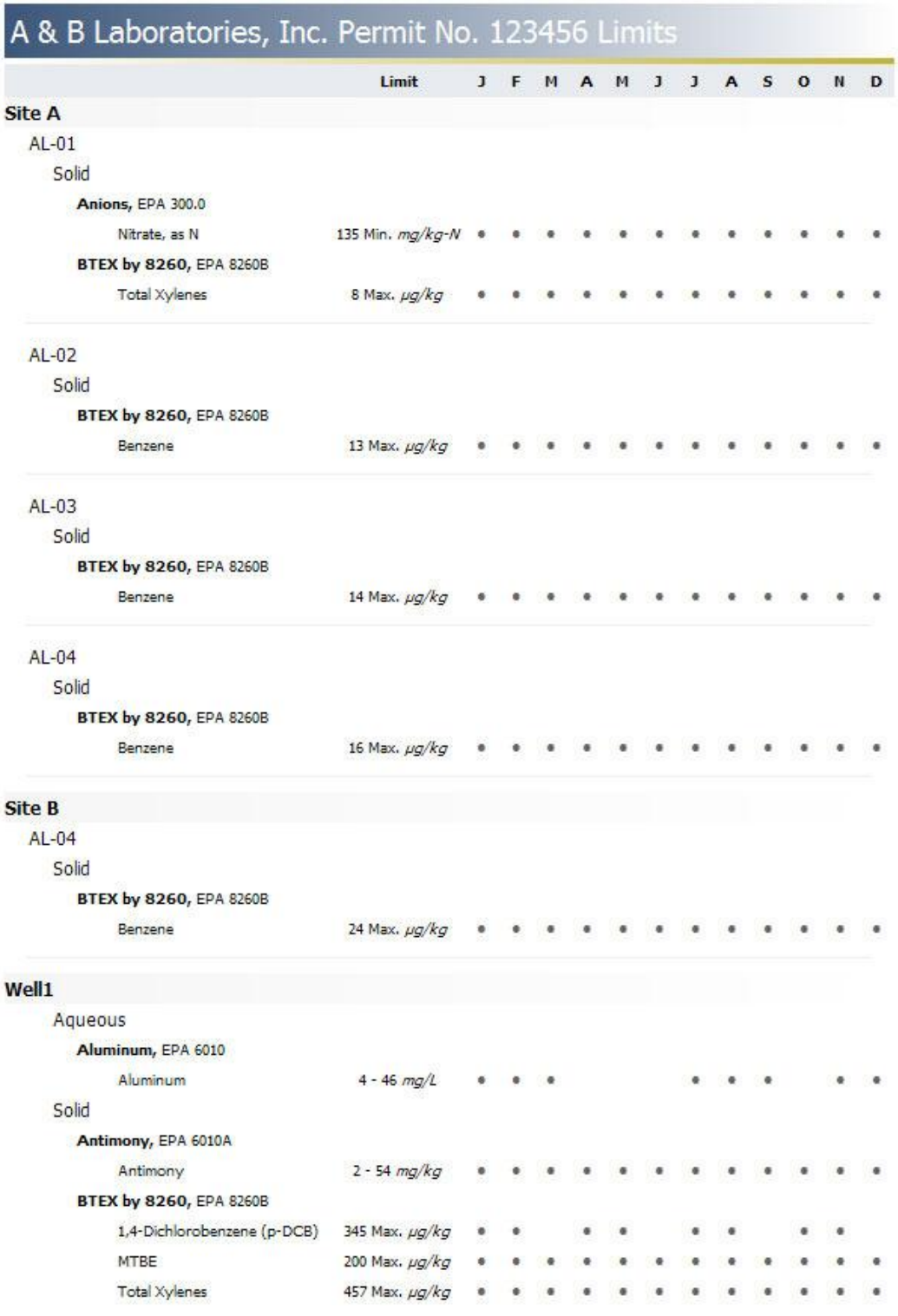

A & B Laboratories, Inc. Permit No. 123456 Limits

	Limit	J	F	M	A	M	J	J	A	S	O	N	D
Site A													
AL-01													
Solid													
Anions, EPA 300.0													
Nitrate, as N	135 Min. *mg/kg-N*	•	•	•	•	•	•	•	•	•	•	•	•
BTEX by 8260, EPA 8260B													
Total Xylenes	8 Max. *µg/kg*	•	•	•	•	•	•	•	•	•	•	•	•
AL-02													
Solid													
BTEX by 8260, EPA 8260B													
Benzene	13 Max. *µg/kg*	•	•	•	•	•	•	•	•	•	•	•	•
AL-03													
Solid													
BTEX by 8260, EPA 8260B													
Benzene	14 Max. *µg/kg*	•	•	•	•	•	•	•	•	•	•	•	•
AL-04													
Solid													
BTEX by 8260, EPA 8260B													
Benzene	16 Max. *µg/kg*	•	•	•	•	•	•	•	•	•	•	•	•
Site B													
AL-04													
Solid													
BTEX by 8260, EPA 8260B													
Benzene	24 Max. *µg/kg*	•	•	•	•	•	•	•	•	•	•	•	•
Well1													
Aqueous													
Aluminum, EPA 6010													
Aluminum	4 - 46 *mg/L*	•	•	•				•	•	•		•	•
Solid													
Antimony, EPA 6010A													
Antimony	2 - 54 *mg/kg*	•	•	•	•	•	•	•	•	•	•	•	•
BTEX by 8260, EPA 8260B													
1,4-Dichlorobenzene (p-DCB)	345 Max. *µg/kg*	•	•		•	•		•	•		•	•	
MTBE	200 Max. *µg/kg*	•	•	•	•	•	•	•	•	•	•	•	•
Total Xylenes	457 Max. *µg/kg*	•	•	•	•	•	•	•	•	•	•	•	•

Figure 18 - Customer Permit Viewer

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The Report Key

The Report Key is shown at the bottom of all reports and displays information about the indicators, abbreviations, and symbols seen in a typical report. Reports that utilize advanced features such as limit highlighting and special case formatting will automatically display sample cases of the formatting along with a description as to why they occur.

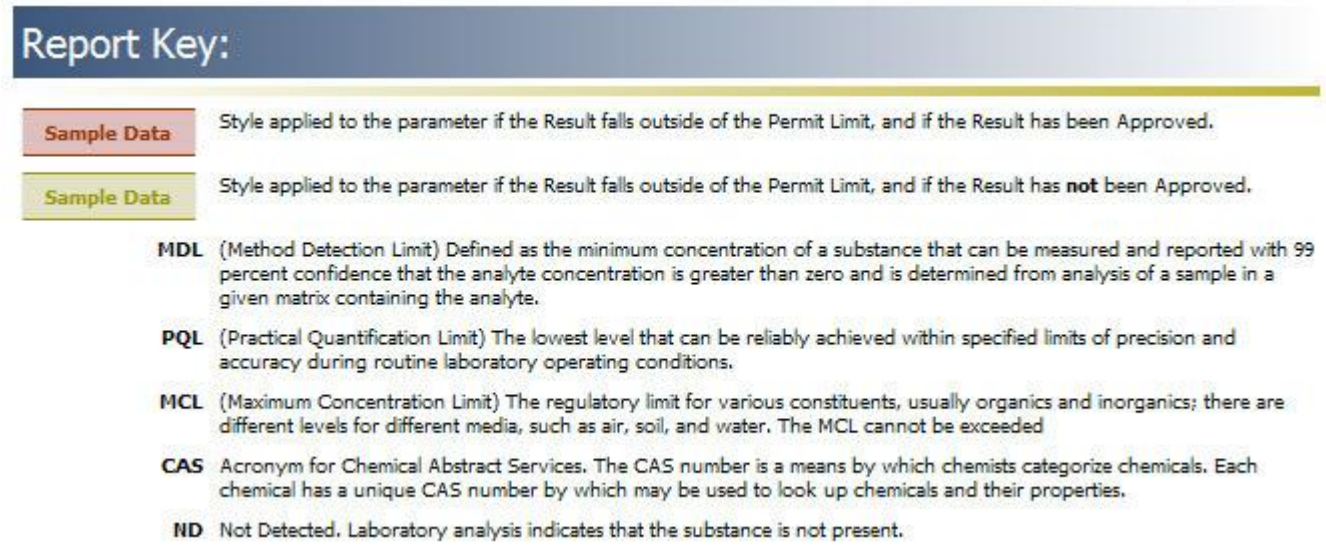
Report Key:
Sample Data
Style applied to the parameter if the Result falls outside of the Permit Limit, and if the Result has been Approved.
Sample Data
Style applied to the parameter if the Result falls outside of the Permit Limit, and if the Result has not been Approved.
MDL (Method Detection Limit) Defined as the minimum concentration of a substance that can be measured and reported with 99 percent confidence that the analyte concentration is greater than zero and is determined from analysis of a sample in a given matrix containing the analyte.
PQL (Practical Quantification Limit) The lowest level that can be reliably achieved within specified limits of precision and accuracy during routine laboratory operating conditions.
MCL (Maximum Concentration Limit) The regulatory limit for various constituents, usually organics and inorganics; there are different levels for different media, such as air, soil, and water. The MCL cannot be exceeded
CAS Acronym for Chemical Abstract Services. The CAS number is a means by which chemists categorize chemicals. Each chemical has a unique CAS number by which may be used to look up chemicals and their properties.
ND Not Detected. Laboratory analysis indicates that the substance is not present.

Figure 19 - Report Key

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Contacting Technical Support

We at Accelerated Technology Laboratories, Inc. are continually striving to improve our ability to meet your needs. Over the past years, we have continued to focus on providing superior service and support. In keeping with that theme, we now have a secure web site where all customers with active maintenance can download the latest software enhancements. As part of this security all users will need to enter a username and password that have been assigned. If you have misplaced your user name and password, please call ATL and you will be given the information required to access the web site.

To access this site go to ATL's home page www.atlab.com and enter the user support area, once in customer support click on: *Enter Customer Support Area*, once you do this a dialog box will appear and ask you for your user name and password:

User name: ATL

Password: *******

In addition to our web site, www.atlab.com, where you can download the latest service packs and white papers, ATL has established several ways for you to contact our software engineers, via email (support@atlab.com), phone (1-800-565-5467), or fax: 910-673-8166.

Call our toll-free telephone support number (1.800.565. LIMS (5467) to speak to a support representative who can help you with questions on how Sample Master® works. ATL offers flexible support options through the ATL metals program. Three levels of support are available, ATLBronze, ATLSilver and ATLGold, with Gold being the most comprehensive. For a complete description of ATL support options, please visit ATL's web site at www.atlab.com under support.

Accelerated Technology Laboratories, Inc. can be reached for technical support by laboratories that have active maintenance for Sample Master®. Generally, it is easiest to fax, or email a description of the problem to ATL and a written response will be delivered as soon as possible. Simpler problems can be answered directly over the phone. When calling, call with Sample Master® running on a nearby computer. ATL can be reached by phone, fax, mail, email or by the internet with the following information:

Phone:	(800) 565-LIMS
	(910) 673-8165
Fax:	(910) 673-8166
US Mail:	ATL, Inc.
	496 Holly Grove School Road
	West End, NC 27376
Email:	support@atlab.com
Internet:	www.atlab.com

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Be Prepared when you call a support engineer

When you call ATL to speak with a support engineer, you will get an answer to your problem faster if you are ready with certain types of information:

- Make sure that you have a registered copy of Sample Master® LIMS on your computer, have your registration number and have active maintenance. (Your registration number is the number that can be found on your Sample Master® disk holder or on the CD case).
- If possible be at your computer with Sample Master® on the screen. The software engineer will be able to help you best if you are able to step through the sequences that lead to the problem.
- Try to remember exactly what you did before the problem occurred, and the exact wording of any error message appearing on the screen.
- Know your system
- If any of the following information is relevant to your problem, have it ready when you call:
  - Computer type, model, amount of memory (RAM)
  - Sample Master® version
  - Printer manufacturer, model and type
  - Network configuration
- Have a pen available to take down any notes.

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